



Volunteer Duties and Requirements

Concessions

- Arrive 15 minutes early
- Report to concession site assigned for check-in (**location/address listed on sign up genie**)
- Sign in on concession site sheet acknowledging present for volunteer assignment
- Serve food and drink to attendee's
- Persons under 15 are not encouraged to work in concessions
- Cash will be collected periodically by concessions coordinator

Friers/Grill

- Arrive 15 minutes early
- Report to grill for check-in (Horace Mann only).
- Sign in on grill sheet acknowledging present for volunteer assignment
- You will be working with a partner. One grills, other conveys product to main concession stand. Be cognizant that lunch hours will be busy.
- Transport of grilled items to other location on site (HM) with golf cart may be required.
- Tip – don't wear clothing that you don't want ruined.

Registration

- Arrive 15 minutes early
- Report to registration tent/volunteer tent for check-in (Horace Mann only).
- Sign in on registration/volunteer sheet acknowledging present for volunteer assignment
- Be briefed on procedures for team check-ins.
- Will review "checklist" for team check- in with teams' manager. Confirm all is in order.
- Give manager team bag (programs, etc).
- Direct any questions you can't answer to LUFC Registration Coordinators
- All teams should be registered by Saturday afternoon.
- Provide medals to Academy teams (after 2nd game)

Field Marshals

Your job is to work with the team managers/coaches, players and the referees. The referees are required to stay on the field and keep to the posted schedule. In addition, you patrol games (s) and collect official score cards from the referees after every game.

- **Arrive 20 minutes early to site tent (location listed on sign up genie)**
- Sign in on field marshal sheet acknowledging present for volunteer assignment
- Obtain field map, schedule, radio, and your vest from Field Marshal on site.



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- Connect with Athletic Trainers to discuss protocols (if on your site).
- You will be responsible for all fields on your site (assigned fields at Horace Mann). If you are assigned adjacent fields at HM, plan accordingly; you are responsible for multiple games.
- Meet teams 15 minutes before scheduled game time. Teams may be warming up prior to their game – don't hesitate to contact. Don't be shy – coaches understand. Collect player passes from manager/coach (**color of zip tie will indicate if altered**).
- Have players line-up, call out each player by name, they will step forward; check for cleats, shin guards and NO jewelry (unless medical bracelet).
- **Tip – Opportunity to welcome all to Sheboygan!**
- Immediately report any players present that don't respond to your call-out of player passes. If all ok, return passes to coach/manager.
- Patrol field(s) for injuries and proper spectator behavior. **Chair for sitting should be in field tent.**
- **Report any inappropriate behavior by coaches and spectators!**
- **Immediately at game end, secure completed game/score card from the REFEREE.** Be prompt due to referee having another game in approximately 5 minutes.
- **Place game/score card in envelope in site bag. A "runner" will collect game/score card from your location.**
- You may not leave field until you are relieved by another field marshal. If issue, contact Field Site manager (**shifts are overlapped by ½ hour**)
- Provide vest and equipment to next volunteer.

For all **INJURIES**, immediately contact the **Field Site Manager – First Aid personnel**.

Fields should be free of trash after your shift. Bring lost items to Horace Mann.

RUNNER

- Report to Registration Tent (Horace Mann)
- Duties include picking up score cards at various sites once per volunteer assignment
- Duties include picking up food at approximately 10:30 AM and 4:00 PM and delivering to referees off site (if within your volunteer time)
- Duties include checking and ensuring toiletries stocked at off-site locations
- Requires use of personal vehicle.
- Deliver score cards to registration tent (Horace Mann)